

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: November 2, 2009

LEAVE ACCOUNTING LETTER #09-015

TO: All Agencies/Campuses in the California Leave Accounting System (CLAS)

FROM: Don Scheppmann, Chief  
Personnel/Payroll Services DivisionRE: **ANNUAL PURGE PROCESS**

The annual CLAS Purge Process is scheduled for Saturday, December 5, 2009. This process will delete State Service and Leave Benefit transactions and balances for the year 2004, as well as the entire CLAS history for employees who have been separated/inactive since December 2004. Employees who have been designated as NLSE (Not Leave System Eligible) for more than five years will also be purged. For example, this process will purge employees from the CLAS who have an NLSE effective date prior to January 1, 2005. The effective date and NLSE designation may be found on the P62-Leave System Eligibility Maintenance screen.

The 2004 End Balances will be carried forward to the January 2005 Leave Period and posted as a Purge Balance (for Accrued/Earned benefits) or Purge Total (for Usage Only benefits) transaction. Error messages may be generated and must be reviewed by the agencies/campuses for appropriate action. If the Purge Balance/Total transaction amount is incorrect, void the transaction and post a Begin Balance (code 24) or Begin Total (code 27) transaction for the correct amount.

Purge Balance/Total transactions will not post for:

1. Employees whose PIMS/CSUC Employment History is out-of-service.
2. State Service or Leave Benefits that are out-of-service.
3. Accrued benefits that do not have an active establishment period during the January 2005 leave period.

Agencies and campuses are encouraged to resolve any of the above situations prior to Saturday, December 5, 2009.

**NOTE: The last day CLAS users will be able to make retroactive changes to 2004 history will be Friday, December 4, 2009. The CLAS will not be available for update or inquiry on Saturday, December 5, 2009.**

For questions, or to obtain a hardcopy of the employee's purged history for a fee, please contact the Leave Accounting Liaison at (916) 327-0756.

DS:TW:CLAS